

Mr. Houston:

STAT [] brought the attached papers over. The Advice of Allotment Authorization form is compiled every three months, setting up funds for use of the Office of General Counsel. In the event you foresee additional expenses in the time specified, you should contact B&F Branch, and they will issue an amendatory allotment, which will be numbered allotment no. 2; you will note this is allotment no. 1. The appropriation and allotment symbol will be the same on all forms issued -- the figure 8 in the appropriation & allotment symbol is the indication of the fiscal year. The 08 funds are for supplies, the 02 for travel, and the 01 for personal services.

The Report of Obligations and Expenditures is issued every month. The appropriation & allotment acc't. are the same as on the A. of A. A. form. You will note the total allotment is as indicated on the A. of A. A. form. Total obligations are deducted, leaving the unobligated balance which will accrue for the next month.

If you have any further questions, []

M.B.T.